

**BY ORDER OF THE COMMANDER  
TWENTIETH AIR FORCE**

**TWENTIETH AIR FORCE INSTRUCTION 91-1**

**27 DECEMBER 2011**



***Safety***

**VEHICLE SAFETY FOR TWENTIETH AIR  
FORCE MISSILE FIELD OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive 91-2, *Safety Programs*. It provides policies and procedures for vehicle safety, general information regarding vehicle operator responsibilities, driver training requirements, speed limits and other safety requirements in Twentieth Air Force missile field operations not covered by other directives. It applies to individuals at all levels in the Twentieth Air Force missile complex, except where noted otherwise, to include Air Force Reserve and Air National Guard (ANG) members when on duty status. Units may supplement this instruction to allow for local requirements. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. Comply with AFI 33-332, Privacy Act Program, for documents containing privacy act information. Comply with DoDR 5400.7, DoD Freedom of Information Act Program, Air Force Supplement for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Refer recommended changes and questions about this publication to the Office of Primary Responsibility.

## ***SUMMARY OF CHANGES***

This document has significant changes and requires complete review.

### **1. Vehicle Operator Responsibilities.**

1.1. When a vehicle mishap occurs in the missile complex, the wing commander or designated representative will consider restricting travel on applicable roads until safety personnel investigate, review the circumstances and recommend unrestricted travel.

1.2. Vehicle Crew Concept (VCC). Everyone in the vehicle shares responsibility for safety and mission accomplishment. Each member of the crew has specific responsibilities and is accountable for safely completing the mission. The senior ranking person is responsible for safe vehicle operation and occupant safety. The vehicle crew concept applies to all Government Motor Vehicles (GMV) driven in the missile field complex for missile field operations. Each occupant will participate in mission planning, to include route selection and risk management and ensure all personnel and equipment is secure.

1.3. A first-aid kit, route folder, spare tire, jack, highway warning kit and a fire extinguisher, IAW 49 CFR 571, AFJM 24-306 or AFOSH std 91-501 requirements, will be available in the vehicle prior to trip departure. Additionally, during locally determined periods, all occupants will carry personal cold weather gear and the vehicle will be equipped with a winter survival kit. See Attachment (Atch 2) for recommended survival kit items.

1.4. Secure all items (survival kits, vehicle accessory kits, tools, personal bags/A-3 bags, Individual Protective Equipment not worn, etc.) during travel.

1.5. Secure all weapons at all times, in such a manner as to remain secured if the vehicle is involved in a mishap.

1.6. Use vehicle headlights at all times. Daytime running lights will suffice during daylight hours as long as they are on. This aids visibility of the vehicle operator as well as other vehicle operators seeing you.

1.7. The Risk Management (RM) process will include driver selection and factors outlined in paragraph 3. Whenever possible, the senior ranking passenger will be in the front seat. The front seat passenger (safety observer) will remain alert during the dispatch, handle all radio communications, read maps, assist in identifying hazards and ensure compliance with driving regulations and laws. **NOTE:** For the purposes of conducting driver and safety observer evaluations, the senior ranking individual can sit in the back seat (if conducting an evaluation).

1.8. Notify Transportation Control Center (TCC) of road conditions that differ from those briefed prior to leaving Missile Support Base (MSB). When factors affecting road conditions deteriorate enough to implement a change in Travel Condition, operators will stop in a safe location. To avoid/minimize the potential of a traffic mishap, stop at a rest area, gas station or parking lot, if available. Engage hazard-warning lights. Notify TCC of conditions and await permission to continue travel.

### **2. Speed Limits.**

2.1. All speed limits are maximums based on optimum road and weather conditions. Personnel operating GMVs will comply with all federal, state, local and commander-directed speed limits, and will lower speed whenever road and weather conditions warrant.

2.2. At no time will a vehicle be operated at speeds unsafe for conditions. The maximum speed limit on all gravel roads is 25 miles per hour or lower, as road and weather conditions dictate.

2.3. SF Team vehicle operators responding to a real world Covered Wagon, security situation, Back-up Force, or emergency situation involving life or limb are authorized to exceed 25 MPH on gravel/dirt roads but at no time will vehicle operation exceed a speed reasonable for weather, visibility, traffic or roadway conditions, as directed by local wing policy. Due to local law enforcement having jurisdiction off-base, military response to emergency situations does not automatically give the driver the "right of way." Drivers retain accountability for safe travel, regardless of response priorities.

**3. Risk Management (RM).** Conduct a unit-managed, formalized RM decision-making process for every vehicle movement to/from/within the missile complex. Implement mitigators to offset high-risk situations. For example, choosing to reduce speed or swap to a more experienced driver during inclement weather conditions would be examples of mitigators. Consider the following examples of factors in the RM process:

- 3.1. Vehicle operator's driving experience (month/years)
- 3.2. Vehicle operator's driving history (tickets, accident, mishaps, etc.)
- 3.3. Geographic driving experience (e.g. southern or northern states)
- 3.4. Driving experience on gravel roads (month/years)
- 3.5. Driving experience on winter road conditions (months/years)
- 3.6. Vehicle operator's age
- 3.7. Vehicle operator's rest/sleep prior to driving
- 3.8. Existing and forecasted weather (to include wind speed)
- 3.9. Vehicle type
- 3.10. Road condition
- 3.11. Travel distance
- 3.12. Hours on duty prior to trip departure
- 3.13. Day or night travel
- 3.14. Familiarity with the area to be traversed (flight, squadron, etc.)
- 3.15. Other factors as directed by local policy

**4. Additional Safety Requirements.**

- 4.1. The senior vehicle occupant will, to the greatest extent possible, be at least an E-4.
- 4.2. The center front seat will only be occupied if all other available seats are filled.

4.3. All passengers regardless of rank, seniority or position will ensure safe procedures are practiced and seat belts are worn.

4.4. Report all vehicle mishaps IAW AFI 91-204, *Safety Investigations and Reports* and applicable supplements.

4.5. A rollover is defined as any Air Force vehicle, moving on or off-base, which, in the course of a single vehicle mishap, rolls onto its side, its top, or rolls 360 degrees or more and comes to rest on its wheels. Exempt vehicles designated as Gravel Road Trainers from this requirement when performing initial and/or annual refresher training.

4.6. On advice of the National Highway Traffic Safety Administration, the following safety restrictions apply when operating government 15-passenger vans:

4.6.1. Vans will not be operated with more than nine personnel (includes driver).

4.6.2. Do not operate the van at a speed greater than 55 MPH under any circumstances.

4.6.3. Only personnel who have received hands-on familiarization training and understand the driving and loading characteristics of 15-passenger vans will be allowed to operate such vehicles. Personnel designated to drive 15-passenger vans must have the qualification annotated on their government driver's license (AF Form 2293 with management code BXXX1.). In addition, the National Highway Traffic Safety Administration warning/safety brief must be completed and annotated on the member's AF Form 55 and on the AF Form 171.

## **5. Team Chief/Leader Responsibilities.**

5.1. The team chief/leader will check Travel Conditions (TC) prior to trip departure, to include departures from Missile Alert Facilities (MAF) or Launch Facilities (LF) while in the missile complex. The team chief/leader will ensure performance of appropriate risk management assessment, approval by the appropriate level and review by leadership prior to departure. The team chief/leader will also ensure each vehicle operator understands their responsibilities IAW paragraph 1.

5.2. Ensure all teams dispatch with a copy of the Travel Condition (TC) chart (20 AFI 24-301, Atch 1).

## **6. Driver's Training Courses/Requirements.**

6.1. There are six types of driver's training required for personnel who dispatch in the missile field complex. They are Driver's Safety, Vehicle Orientation and Operation, Vehicle Crew Concept (VCC), SkidCar, Gravel Road and Route Familiarization. Maintain this documentation at the wing commander's discretion.

6.1.1. Driver's Safety Training. All personnel will attend driver's safety training. This training will emphasize driving conditions, proper risk assessment (pre-dispatch and trans-dispatch), proper vehicle inspection, emergencies, radio-use, and instructions and policies within this instruction and local directives governing missile complex travel.

6.1.2. Vehicle Orientation and Operation Training. Each unit will conduct a driver-training program for each individual on those vehicles that the individual will operate. Tailor this training to the driver's experience and unit driver training requirements. Vehicle driver training in inclement weather is an essential element for drivers to learn

and gain experience on how to handle vehicles in such conditions. Training in inclement weather can only occur after proper coordination between the squadron commander and group commander. Do not conduct training in TC RED.

6.1.3. VCC Training. All personnel dispatching to the missile field complex will receive VCC Training incorporating the elements described in paragraph 1.2. Each wing will develop this training for their personnel.

6.1.4. SkidCar and Gravel Road Training. All personnel who drive GMVs in the missile field complex will complete this training within 90 days of initial assignment to 90 MW, 91 MW or 341 MW unless they have documented proof of attending the class at another 20 AF wing.

6.1.4.1. All personnel under 24 years of age, dispatching to the missile field complex will receive annual skid and gravel road training.

6.1.4.2. No missile field complex vehicle operator will receive a government vehicle license until the individual has completed skid and gravel road training.

6.1.5. Route Familiarization Training. This training should, to the greatest extent possible, include driver's familiarization of the missile flight area. Perform route folder training on a regular basis (i.e.-quarterly, semi-annually). Include all known road hazards and peculiarities in Route Familiarization Training.

6.2. For mission-related dispatches, no operator or front seat passenger will operate a vehicle in the missile field complex until they complete Driver's Safety, Vehicle Orientation and Operation, Vehicle Crew Concept, SkidCar, Gravel Road and Route Familiarization.

6.2.1. Squadron Commanders may document the inability of a front seat passenger to meet this requirement in a signed memorandum that states the reasons for the shortfall (maintenance issues, weather, etc.) and a suspense for the member to complete the required training. The duration for this memorandum will not exceed 6 months from initial assignment to 90 MW, 91 MW or 341 MW. During the period the member is under the memorandum, they may sit in the front seat and perform the required duties of the front seat passenger but this does not give them a waiver to operate a GMV. The group commander will endorse each memorandum indicating his/her acceptance of the risk to allow the individual to perform duties as a front seat passenger.

6.2.2. Senior personnel accomplishing orientation-only dispatches may take distinguished visitors and newly-arrived personnel to the ICBM complex as front seat passengers. These passengers are exempt from the provisions in paragraph 6.1.

6.2.3. The Missile Wing commander has discretion to permit missile complex travel for visiting personnel/teams who lack training/certification required by 20 AFI 91-1, paragraph 6.1.

6.2.3.1. Visiting personnel/teams are responsible for adhering to all provisions of 20 AFI 91-1 (e.g., operational risk management, travel conditions, speed limits, etc.) and will abide by direction for travel in paragraph 6.4.

6.3. Wing Safety will use 20 AF standardized lesson plan template to develop local lesson plans for SkidCar and Gravel Road training and will develop local vehicle crew concept training. Wing safety will provide these lesson plans and any updates to the affected units.

Wing ground safety staffs will train/certify all instructors on the Gravel Road academic curriculum, vehicle and course. SkidCar training will be accomplished IAW training received from the parent company of the SkidCar assembly. Experienced trainers outside the safety office may certify other instructors with prior authorization of Wing Safety.

6.4. Units are responsible for the training of their personnel on Gravel Road, SkidCar and Vehicle Crew Concept training to include scheduling and maintaining training records. Units must keep on file a list of personnel who have received initial or recurring training and those overdue.

ROBERT M. WALKER, Colonel, USAF  
Vice Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

Prescribed Forms: There are no prescribed forms.

Adopted Forms:

AF Form 847, Recommendation for Change of Publication

AF Form 55, *Employee Safety and Health Record*

AF Form 171, *Request for Driver's Training and Addition to U. S. Government Driver's License*

AF Form 2293, *U. S. Air Force Motor Vehicle Operator Identification Card*

**Attachment 2****SUGGESTED VEHICLE SURVIVAL KIT CONTENTS**

<b>ITEM</b>	<b>QUANTITY</b>
State road report phone numbers	1 per kit
List of state weather radio stations	1 per kit
State/Wing Winter Driving Booklet	1 per kit
Flashlight with extra batteries, chemical light sticks	2 per kit
Emergency candles	4 per kit
#10 can to contain candle wax and prevent fire	1 per kit
Match safe with waterproof matches	4 per kit
Standard vehicle first aid kit	1 per kit
Road hazard signal triangles	2 per kit
Antenna signal (e.g.-red ribbon, flag, etc.)	1 per kit
Small sack of sand or cat litter	1 per kit
Soft case (hold all contents)	1 per kit
Basic tools (pliers, screwdriver, adjustable wrench)	1 per kit
Shovel	1 per kit